

TERMS OF SPECIFICATIONS

Services of a Meal Provider for the conduct of the
DRRM Operational Plan Workshop
15-17 February 2023 | Multi-purpose Hall, DOT Building
Makati City

I. **Project** : **Procurement of Meal Provider or Food Catering**

II. **Purpose/Objectives** : **The Department of Tourism – Tourism Development Planning Division is in need of services of a food catering that will provide catering services for the participants to the DRRM Operational Plan Workshop.**

III. **Background**

Participants : DOT Officials and Employees
Venue : DOT Multipurpose Hall, Penthouse, DOT Building
351 Sen. Gil Puyat Avenue, Makati City
Date : 05-17 February 2023

IV. **Minimum Requirements:**

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must be willing to provide services on a send bill arrangement;
- Must be capable of providing the following services:
 - Preparation and serving of F&B requirements
 - Logistical and delivery requirements

V. **Scope and Deliverables**

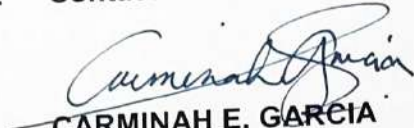
- A. Buffet set-up for lunch of 40 pax on 15-17 February 2023 (3 days)
 - Lunch includes rice, 2 viands, vegetables, dessert, and soda/juice
- B. Snacks of 40 pax on 15-17 February 2023 (3 days)
 - AM Snacks
 - PM Snacks
- C. Free flowing coffee, tea and water, with nuts, chips, and candies.
- D. With uniform and well-trained waiter/food servers and service personnel at the food station.
- E. In the event that a special dietary requirement will be needed, the service provider must be flexible

Note : *Menu for lunch and snacks shall be subject to the approval of the end-user*

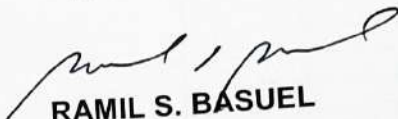
VI. Approved Budget for the Contract and Mode of Payment

The approved budget for the contract is **Eighty-Eight Thousand Eight Hundred Pesos Only (PhP 88,800)** inclusive of all applicable taxes, delivery fees, and other related expenses.

VII. Contact Person


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Approved by:


RAMIL S. BASUEL
OIC-Chief
TDPD